

Finance & Utility Committee Meeting Minutes
Wednesday, September 20, 2017

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member Carroll Jones, Council Member Tom Smith, City Administrator David Dunn, and John Gerstner, Superintendent Public Works.

FY2017 Budget Amendments – Kim Miller presented amendments in preparation of the FY 2017 Audit. The Auditors will be looking at Actuals vs. Budgeted.

3rd Avenue/East A Street Retaining Wall – John Gerstner briefed the Committee on the recently wall that collapsed into the culvert. Our Engineer, Jeff Holtzinger, has been looked at the scene and will be presenting design for repair. Committee authorized letter to abutting resident stating the collapse is City responsibility.

Cable Franchise Agreement – Proposal of \$6,900 from Cohen Law Group to revise and negotiate a new Cable Franchise Agreement with Comcast. Recommendation to place on Consent agenda at next meeting.

811 West Potomac St. – Dave discussed the location of DPW/PD fuel tanks. Committee agreed to placement at new building either underground or with proper shielding.

Pool filters – upgrade, \$20,000 has been budgeted for upgrade. New pumps are needed as the existing filters failed required tests. FYI only, Committee had no additional recommendations.

FY 2018 Street Paving – John presented recommended streets. Place on Consent Agenda at next meeting. Committee only recommendation is to notify verbally and by letter BOE of 2-day construction of roadway on Cummings Dr.

Non-residential meter replacement – Recent letter to non-residential customers with >15 year old meters to replace them at their expense, per current policy. This standard is detailed by AWWA. Dave contacted Frederick County, Middletown, Myersville, and Thurmont and determined at government expense they calibrate, purchase, and replaces non-residential meters when needed. Brunswick has no process memorialized. Committee recommended a change in process to mirror other municipalities and memorialize this process in appropriate document. This process is funded by an increase in water and sewer rates or other collection mechanism on a Budget year. John states there is FY 2018 funding for residential meter replacement which could be used for this purpose, however it would set back the residential meter replacement.

Berlin Cemetery – Committee and Council agreed previously to utilize a portion of the revenue from H St lots for Cemetery repairs. Mayor received a request for immediate funding for the entrance estimated at \$4,500. Jones recommended allotting \$32,400 of the H St. revenue of \$62,400 for the Cemetery. The presented quote for the entrance was too vague and needs 2-3 quotes. The entrance repair will be part of the \$62,400 total. Committee required RFQ's conform

to City process. The \$30,000 funding request originally presented was;

- Gravestone repairs - \$10,000.
- Landscaping - \$15,000.
- Landscaping 1 year maintenance contract - \$4,400
- Entrance sign - \$600

23 South Virginia Ave vacant lot – Dave received an email for the owners, Mary Kehne, asking if the City had interest in purchasing the lot. The Committee recommended an appraisal and further discussions with owner. John will obtain estimate from CJ Miller for paving. Jones recommended Remainder of H St lots of \$30,000 be used for purchase. Bruce to determine how many parking spaces the lot could support.

The meeting adjourned at 7:15 pm.

Prepared and submitted by Dave Dunn